



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

MEMORANDUM

TO: Superintendents and Principals of Regularly Accredited Schools

FROM: Gary Wallyn, Director - Office of Accreditation and Awards

RE: 2008-09 Professional Development Program – Grant Application

DATE: April 11, 2008

The Indiana Department of Education is pleased to offer professional development funds for the 2008-09 school year to all accredited schools that meet the grant requirements. The deadline for grant applications is June 30, 2008. The department will review applications to ensure that the professional development program aligns with the objectives, goals and expectations of the School Improvement Plan. The state board may approve a school's program only if the program meets the board's core principles for professional development and the additional criteria listed on the application. The department may make written recommendations for modification to the program to ensure alignment. The professional development funds must be used in accordance with ([IC 20-20-31](#)).

Grant Requirements

- Completed and approved 2007-08 DOE-RR (Revise and Review)
- Most current school improvement plan (submitted electronically as part of the DOE-RR)
- Required Assurance Forms
- Completed and approved Professional Development Grant Application
- Submittal of 2008 DOE-PE (Pupil Enrollment) as required

Professional development grants will be sent in two distributions, the first a per school allotment of three thousand dollars (\$3000) to each accredited school whose 2008-09 professional development application has been approved. This list of schools will be presented to the State Board of Education at its September meeting. The second professional development grant fund distribution will be calculated based on the enrollment that is reported to the department on the October 2008 DOE-PE report. Schools that do not submit a complete DOE-PE report will not be included in the calculations of the per-pupil distribution of funds and may not be eligible for professional development funds in 2009-10. The second distribution is anticipated in mid-December.

Note: Any new, dramatically reconfigured, or restructured school that is interested in applying for professional development grant funds must be included on the DOE-MF (Master File) by August 15, 2008. Such a school must submit to the department a new or revised school improvement plan and grant application that addresses the changes to the structure of the school and outlines the possible changes in professional development and school improvement planning by November 1, 2008. The school must meet all of the requirements of the grant application before both per-school and per-pupil funds are disbursed.

Directions for Completing the 2008-09 Professional Development Program – Grant Application:

The 2008-09 Professional Development Grant Application can be accessed at [DOE Online: https://dc.doe.state.in.us/DOEOnline/Main.aspx?pageid=147](https://dc.doe.state.in.us/DOEOnline/Main.aspx?pageid=147) .

- Your School Number and Pin will be required to access the form
- The application will open with pre-populated school improvement goals that were copied from your 2007-08 **DOE-RR**.
- A copy of last year's grant application was included in your **DOE-RR** as a reference.
- After your application is completed and submitted to the DOE, you will receive a confirmation e-mail that it has been received, but not yet reviewed and approved.
- All schools that successfully complete the application process before the deadline will receive a second e-mail before August 1, 2008 that either confirms the approval of the grant or identifies areas of the application that require modification.
- **Reminder:** If you have not yet submitted the [School Level Assurance Form](#) and the [Corporation Level Assurance Form](#) to the Office of Accreditation and Awards by mail, you must submit a paper copy of both assurance forms with required signatures before funding can be approved. Your exclusive representative(s) can sign either the corporation level assurance form that would be verification for all schools in the corporation OR can sign each individual school assurance form. Both forms must be on file with the Office of Accreditation and Awards before professional development funds are disbursed.
- Mail assurance forms to:

Accreditation Assurance Forms
Office of Accreditation and Awards
Indiana Department of Education
101 West Ohio Street, Suite 300
Indianapolis, IN 46204

The deadline for submittal of this application to the Office of Accreditation and Awards is **June 30, 2008**. If you have any questions concerning the submittal of the **2008-09 Professional Development Program-Grant Application**, please contact our division staff at 317-232-9060 or 800-894-4044.